



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Licensed Practical Nurse	
Position Number(s)	Community	Division/Region(s)
57-95038	Yellowknife	Primary Health Care/Yellowknife

PURPOSE OF THE POSITION

The Licensed Practical Nurse (LPN) is one of a team of LPNs who are responsible for providing nursing care within their scope of practice to clients of the Primary Health Care Clinic in Yellowknife

SCOPE

The Primary Health Clinic with two sites in Yellowknife includes a number of multi-disciplinary health care practitioners providing comprehensive patient assessment, coordinated intervention/plans of care, case management of complex or high need clients, personalized teaching and client follow-up. The clinic provides services to the population of Yellowknife plus a significant transient population from other regions of the NWT, Nunavut and the mine sites. Approximately 90,000 client appointments will be attended per year.

Reporting to a Clinic Manager and as a member of the primary health care team the LPN assesses, implements and evaluates patient care. The LPN acts as a liaison between clients and practitioners.

The LPN carries out the responsibilities of the job in accordance with the philosophy and objectives of the Yellowknife Region and within established LPN scope of practice.

RESPONSIBILITIES

1. Acts as the liaison for clients consulting with a variety of practitioners while collaborating and functioning as part of the primary health care team.

- Acts as the communication and coordinating liaison between clients and practitioner.
- Assesses, documents, implements and evaluates client care. Provides support, information, advice and follow-up to clients. Provides support to callers to the clinic and forwards calls or questions which are outside the LPN scope of practice to the most appropriate resource. Provides direction to Clinic Assistant in arranging for medical travel documentation for clients referred for services provided outside of Yellowknife Safeguards the trust of patients that information learned in the context of a professional relationship is shared outside the healthcare team only with patient's written permission or legal requirements. Participates in program development for specialty program education and teaching.
- Advocates for the dignity and self-respect of clients.
- Promotes the autonomy of clients and helps them express their health concerns and values in order to obtain the appropriate information and services. Communicates with other members of the team to provide continuity of client care and promote collaborative efforts directed towards quality client care. Assists in clinic orientation to new staff, including physicians

2. Provides direct nursing care, including before and after procedures being performed in the clinic.

- Takes vital signs and conducts other assessments such as pulse oximetry, blood glucoses, height, weight and body circumference.
- Provides nursing assistance to practitioners in a wide variety of treatments and procedures, including but not limited to: administering medication; performing dressing changes; assisting with minor surgeries.
- Pregnancy and urinalysis testing.
- Ensures clients receive instructions on preparation for special procedures such as day surgery, ultrasounds and other diagnostic procedures.
- Facilitates individual learning in relation to client illness or injury.
- Ensures all client diagnostic results are obtained and available prior to the
- medical appointment
- Maintains independent nursing specific appointments and for procedures such as, but not limited to: suture removals, follow-up dressing changes and injections.
- Stocks, maintains and keeps tidy all exam and treatment rooms.
- Participates in the workplace in a safe and respectful manner.

3. Facilitates implements and modifies client and family education based on the needs of the client.

- Assesses the client's physical and psychological needs, knowledge of their health, disease process and learning needs.
- Provides client and family teaching based on needs assessment.

4. Maintains medical equipment and supplies.

- Maintains inventory and assists in ordering medical supplies for the clinic.
- Cleans, calibrates and reports all malfunctioning medical equipment used within the clinic.

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

When performing patient assessments the incumbent will be required to bend and stand in awkward positions. Much of the incumbent's day will be spent standing or walking.

(Daily - 4-5 hours - Mid -moderate)

Environmental Conditions

Exposure to potential communicable diseases, body fluids, human waste, hazardous materials (sharps, toxic wastes, cleaning solutions)

(Daily - 4-7 hours - Varies)

Sensory Demands

A combination of the senses of touch, hearing, sight and smell are required when performing client assessments.

(Daily - Varies - Moderate)

Mental Demands

The incumbent may be exposed to emotionally disturbing experiences. The incumbent is expected to remain calm, controlled and professional regardless of the situation.

(Varies - Varies - High)

No control over work pace and frequent interruptions.

(Daily - Varies - Moderate to High)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to apply the nursing practices and processes within the LPN scope of practice.
- Ability to assess and facilitate learning needs of the client as pertaining to the applicable disease, treatment and or proactive health care need.
- Ability to work in an integrated, multi-disciplinary primary health care setting.
- An ability to use standard medical equipment, including, but not limited to: blood glucose machines, suction tubes, sharps, oximeters etc.

- Ability to monitor and evaluate own beliefs and behaviors with regard to prejudice and personal biases and change behavior as needed.
- Ability to remain organized and pay attention to detail in order to administer the multitude of activities to ensure clients are served in a respectful, confidential and timely manner.
- Excellent interpersonal skills with ability to communicate with a wide variety of people including indigent peoples; peoples of different cultures and backgrounds; and medical and other professional practitioners. This includes the ability to interact in an effective, professional, and sensitive manner to irate and emotional clients.
- Knowledge of confidentiality protocols and demonstrated ability to apply such.
- Computer literate, including the ability to operate a variety of desktop applications.
- Ability to independently problem solve and implement a solution within scope of practice.

Typically, the above qualifications would be attained by:

Must hold a current NWT license as a LPN; plus two years' experience within a full scope of practice including administering medications.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- French required
- French preferred
- French not required